

AGENDA
UAF STAFF COUNCIL MEETING #167
Friday, 16 December 8:45 – 11:15 a.m.
Face-to-Face (no audio-conference)
Wood Center Carol Brown Ballroom

The next Staff Council meeting #168 is scheduled Wednesday, 22 February 2006.

1. 8:45-8:50 CALL TO ORDER AND ROLL CALL

- A. Adopt Staff Council #167 Agenda, Friday, 16 December 2005
- B. Approve Staff Council Minutes #166, Wednesday, 16 November 2005

2. 8:50-9:00 OFFICER'S REPORTS

- A. Maya Salganek, President Staff Council
- B. Jeff Stepp, President-Elect Staff Council

3. 9:00-9:10 PUBLIC COMMENT

- A. In-state tuition is available for everyone during Summer Sessions 2006. Please pass the word to stateside colleagues, friends and relatives. An excellent opportunity to combine that long-awaited Alaska vacation with academic pursuit. Contact Summer Sessions (x:7021) for additional info. (In-State Tuition for Everyone - postcard handout). Florie Wilcoxson, Associate Director UAF Summer Sessions or designee.
- B. Abel-Bult Ito - KUAC Resolution (not attached)

4. 9:10-9:45 GUEST

- A. Rory O'Neill, Manager, UA System Information Technology Services - Interim Director, Application Services Department
Office of Information Technology

- . Council concerns about e-mail stability
- . Council members are requested to access the URL's below and provide feedback regarding the combined organizational structure of the combined UAF/Statewide IT services and organizations:

<http://www.alaska.edu/itmerger/>
http://www.alaska.edu/itmerger/development/index_docs/1105-InitialStaffAllocation.pdf

- B. Brian Rodgers, Regent - Discuss the Board of Regents' point of view about the University

ACTION

5. 9:45 - 9:50 UNFINISHED BUSINESS

- A. Status of proposed tuition waiver changes, Maya Salganek

Employee Education Benefits

Regents Policy 04.06.010

<http://www.alaska.edu/bor/policy/4p/p04-06.html>

University Regulation 04.06.010

<http://www.alaska.edu/bor/regulation/4r/r04-06.html>

Employee Tuition Waiver Study – two documents

<http://gov.alaska.edu/council/2005-10-06.employee-dependents-tuition-waiver-reportA.pdf>

<http://gov.alaska.edu/council/2005-10-06.employee-dependents-tuition-waiver-reportB.pdf>

6. 9:50-9:55 BREAK

7. 9:55-10:10 NEW BUSINESS

A. New Optional Retirement Program (NORP), Maya Salganek

NORP II

<http://gov.alaska.edu/staff/2005-12-7BOR-AGENDA-ADDENDUM-NORP.pdf>

<http://www.state.ak.us/dr/retirement-system-funding.pdf>

B. Motion: Election Results, Gary Newman, Attachment #1

C. Staff Affairs Resolution of Thanks: - Liam Forbes, Attachment #2

D. Proposed 2007-2010 Academic Calendar Draft - Handout
(Note, the handout covers only 2007-2009, details for 2010 are being worked out)

INFORMATION

8. 10:10 - 10:20 GOVERNANCE REPORTS

A. Sharish Patil, Vice -President Faculty Senate, Faculty Senate tobacco issue resolution, Attachment #3

B. Joe Blanchard, President, ASUAF, ASUAF tobacco issue letter to President Hamilton - Handout

9. 10:20-10:40 COMMITTEE REPORTS

A. Staff Affairs, Liam Forbes, Attachment #4

B. Rural Affairs, Barbara Oleson, Attachment #5

C. Elections, Membership and Rules, Gary Newman, Attachment #6

D. Advocacy Committee, Angela Linn, Attachment - Attachment #7

E. Ad Hoc Work Place Ethics Committee, TBA

F. Ad Hoc Chancellor's Recognition Award Committee, Paula Long

G. Staff Appreciation Day & Carolyn Sampson Memorial Raffle, Lynette Washington

H. Ad Hoc Staff Council 2006 Calendar Committee, Gary Newman

I. Ad Hoc Health and Wellness Committee, Maya Salganek - Attachment #8
Proposed Health & Wellness Resolution

Committee Reports if available may be viewed at <http://www.uaf.edu/uafgov> University News Room Announcements – Please check for Staff Council Announcements at: <http://www.uaf.edu/news/news.html>

10. 10:40-10:50 EXTERNAL COMMITTEE REPORTS
- A. Chancellor's Campus Diversity Action Committee, Qwynten Richards
 - B. Governance Coordinating Committee – Maya Salganek
 - C. Master Planning Committee – Gary Newman, Attachment #9
 - D. Master Planning Subcommittee on Circulation and Parking – Annette Chism
 - E. Strategic Plan Committee: Jackie Alleyne-McCants or Barbara Oleson

External committee reports will be attached to the agenda if available.

11. 10:50-10:55 UAF COMMUNITY EVENTS

Raffle for the University Chorus to fund their trip to Carnegie Hall.

Prizes: 1) 2 AK Airline tix 2) Brunch at Pike's for 4 3) a DVD player

Cost: \$5 per ticket, \$20 for 5 tix

Drawing: This Saturday, Dec.17 at Northland Children's Choir Concert Intermission, need not be present to win

Only 250 tix will be sold. Your chances are good!

For More Information:

Alice Palen, Employer Relations Coordinator Career Services, University of Alaska Fairbanks PO Box 756380
Fairbanks, AK 99775-6380

Tel: 907 474-7596, Fax: 907 474-7900

Email: fnaep@uaf.edu

website: www.uaf.edu/career/

12. 10:55-11:00 STAFF COUNCIL ROUNDTABLE

13. ADJOURN

Staff Council Meeting #167/Attachment #1

UAF Staff Council #167

Friday, 16 December 2005

Election Results Motion

MOTION

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Whereas, elections for Even-Unit Staff Council Representatives and Alternates were held during the month of November and counted at a meeting of the Election Membership and Rules Committee on December 5, 2006; and

Whereas, the election results indicate the following staff are elected to the following units according to this report of the Election Membership and Rules Committee;

Therefore Be It Resolved that the UAF Staff Council accepts the election report of the Election Membership and Rules Committee and certifies the election of Even Unit Representatives and Alternates beginning their 2 year terms January 1, 2006.

Staff Council Meeting #167/Attachment #2

UAF Staff Council #167

Friday, 16 December 2005

Staff Affairs Resolution of Thanks

RESOLUTION

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Resolution Recognizing Recent Improvements in Remote Training Opportunities

Whereas, The UAF Staff Council recognizes the technical difficulties in offering training and informational opportunities to staff outside of the local Fairbanks campus communities; and

Whereas, distance training is a costly effort; and

Whereas, Even with technology advances such as email lists, and websites, nothing replaces the one-on-one experience of sharing information by tele/video conferencing; and

Whereas, Such consideration shrinks the miles between campuses and strengthens interpersonal relationships for friendlier, smoother, and more mission-productive services; now

Therefore be it Resolved, that the UAF Staff Council thanks and commends the various UA and UAF departments such as Human Resources, OIT, the Graduate School, the Office of Equal Opportunity, and the Center for Research Services, who are making efforts to reach out to rural and remote sites and provide personal training to staff. Events such as,

- HR's Time Reporting, Timesheet Processing, and UAKjobs Training
- OIT Rural Sites Training
- The Graduate School's Thesis Preparation Workshop
- OEO's EEO/Sexual Harassment
- The CRS' Introduction to CRS

are welcomed and appreciated by remote staff, and UAF Staff Council would like to see continuation and expansion of similar training opportunities.

Staff Council Meeting #167/Attachment #3
UAF Staff Council #167
Friday, 16 December 2005
Faculty Senate Tobacco Issue Resolution

RESOLUTION

ON

SALE OF TOBACCO PRODUCTS IN WOOD CENTER

WHEREAS, The UAF Faculty Senate realizes the dangers of cigarettes and tobacco products; and

WHEREAS, Cigarettes and tobacco products are legal products to purchasers of legal age; and

WHEREAS, UAF Students are adults who can make informed decisions; now

THEREFORE BE IT RESOLVED, That the UAF Faculty Senate recommends that the students decide what legal products are or are not offered in the Wood Center; and

BE IT FURTHER RESOLVED, That the Chancellor involve appropriate organizational entities prior to implementation of policies directly affecting them.

Staff Council Meeting #167/Attachment #4
UAF Staff Council #167
Friday, 16 December 2005

Staff Affairs Committee Report

- I. Roll Call
- II. Members: Jackie A., Faith H., Gabrielle H., Liam F. (chair), Nici M., Susan S.,
- III. Steve T., Barbara O., David B.

Present: Faith H., Liam F., Gabrielle H.

Excused:

Absent:

II. UAF OLD BUSINESS

A. UAF Community Service Outreach Program

- What opportunities currently exist for staff to perform volunteer work encouraged by, supported by, or lead by UAF?

- no new feedback
- ideas for direction:
 - * encourage volunteerism on campus
 - * encourage volunteerism in local community(ies)
- ideas for balance:
 - * use both work and personal time (4pm - 7pm, 3pm - 7pm shifts)
- goals:
 - * help community
 - * help University
 - * help Department
- survey staff:
 - * find out what staff do and would like to do
 - * what statistics would be helpful?

AI: Faith preparing small staff survey to get input from constituents on what opportunities they would like for volunteering within the University and beyond.

B. Are staff being "required" to take courses for self improvement and pay out of pocket?

C. Help with May 2006 Carolyn Sampson Raffle & ice cream social.

- At this point, of the attending members, Staff Affairs would prefer to help with the work that occurs in May or on the day of the event (collecting prizes, setting up, serving, clean up).

NEW BUSINESS

A. Tobacco Sales at the Wood Center

See attachment #1

Discussed comments received from constituents so far.

AI: Pass on discussion notes to Maya and Jeff.

B. Employee Tuition Waiver Benefit [possible] Changes
See attachment #2

Discussed comments received from constituents so far.

AI: Pass on discussion notes to Maya and Jeff.

III. UA
OLD BUSINESS

A. Performance Based Budgeting-Liam.
- Latest info at <http://www.alaska.edu/swbudget/pm/details.xml>.

B. SW classification
project-<http://www.alaska.edu/hr/classification/index.xml>
- Status of 5/23/05 motion for target completion date?

According to Jeannine S., UA VP Jim Johnson received our resolution at the beginning of October. They are working on a response to the request for a new target completion date by updating their own project timeline. They are also reviewing the web site and preparing updates to that too.

C. UA/UAF HR seems to be making training more accessible to rural sites.

AI: Gabrielle drafting a thank you note.
AI: Get Rural Affairs Committee input as well.

NEW BUSINESS

V. Next Meeting
- 12/19/05 at 9:00 am in the Chancellor's Conference Room and via telecon.

VI. Adjourn

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Subject: [Staff Council Unit10-L] question re Wood Center tobacco sales
From: lforbes@arsc.edu
Date: November 17, 2005 8:30:34 AM AST
To: unit10-1@lists.uaf.edu

Unit 10 Staffers,

Staff Council has been asked to formulate a response to the question "should the Wood Center immediately stop selling tobacco products." This question comes from the Chancellor who has stated that unless someone changes his mind, such sales will cease. According to him this is not a financial decision but one based on creating a healthier campus.

At our Wednesday meeting we were able to hear from some of the folks at

the Wood Center who manage the facility. The Wood Center budget is approximately 50% general funds and 50% auxiliary funds. Tobacco sales comes to about \$14,000 and is approximately 3% of the auxiliary funds. It is the number one sales item right now. Currently staff and faculty are the majority of tobacco purchasers. The auxiliary funds are used for student salaries, program support, etc.

There already exists a plan to phase out tobacco sales by FY09. This is in combination with other changes to the financial model used by Wood Center as a result of the remodel and expansion. The Chancellor may or may not be considering a plan to replace the \$14K this year that's already been budgeted for use. Even if he is, this still leaves a gap for the next two or three years.

The Wood Center has polled other University student unions to find out whether they do or don't sell tobacco products. Some do, some don't. Those that did but stopped are hurting financially. One is going to bring them back because of the financial impact.

So, we'd like to hear from you, should the Wood Center cease tobacco products sales immediately? Should they phase them out over the next three years? Should they continue to sell tobacco products as long as there is a market?

Thank you,
-Liam

===== Attachment #2

Subject: [Staff Council Unit10-L] question re tuition waiver usage
From: lforbes@arsc.edu
Date: November 17, 2005 8:46:04 AM AST
To: unit10-l@lists.uaf.edu

Unit 10 Staffers,

Changes to the employee tuition waiver benefit are being considered. The intention is to make use of the waivers more accountable and less costly. This year's budget request is an all time high, so the Administration would like to make sure that the Legislators can't complain about any irresponsibility.

One suggested change is to require "vesting" to use tuition waiver.

One suggested change is to require reimbursement if a class isn't passed.

One suggested change is to allow waivers also be used for professional development courses.

Some statistics:

- 47% of tuition waivers used for dependents
- 53% of tuition waivers used for employees
- 65% of tuition waiver dollars used for dependents
- 35% of tuition waiver dollars used for employees
- 8% of employees and dependents using tuition waivers fail
- 12% of employees and dependents using tuition waivers withdraw

Staff Council would like to know why folks are failing or withdrawing, and what you think the impacts of these changes might be.

Staff Council Meeting #167/Attachment #5
 UAF Staff Council #167
 Friday, 16 December 2005

Rural Affairs Committee Meeting Minutes of December 1, 2005

Present: Crystal Wilson, Spring Pungowiyi, Shawn Russell, Chris Todd, Maya Salganek, Katrina Nelson, Dave Miller, Pam Twitchell, and Barb Oleson

Excused: Byrd Norton, Colleen Abrams, and Holly Royce

1. The meeting was called to order at 10:07 a.m. by Chair Barb Oleson.
2. Committee Goals
 - A. Improving Communications – Feedback on Letter sent to Debbie Carter and Letter sent to PPA’s – Barb Oleson reported that she had sent a letter to Debbie Carter and a letter to the CRCRD PPA’s and UAF HR. Barb reported getting an e-mail from Susan Miller and that she was excited about the work the committee was doing and would forward the request on to all CRCRD PPA’s.
 - B. Improving Training Opportunities – Input follows.

CRCRD RURAL CAMPUS TRAINING NEEDS

Campus Site	Standard Training Needs	Campus Specific Training Needs	Other
Tok Center	Mandatory Supervisory Trng. Trng for Admin. Asst.(new)		
Chukchi Campus	Banner Trng.	Team Building	
CRCRD Health Programs	Instructor Approval Banner Trng. Dream Weaver/computer trng. PowerPoint Adult Learning		Similar to what Regina did at NWC this past fall semester.
Bristol Bay Campus	Excellence in teaching Basic, Intermediate, & Advanced MS Access University Inner Workings 101 for the University Employee Grant Writing	Suggested putting together a program of study that would result in a certificate like "Rural Educational Strategies."	Will be done by Behavior Health staff in March for CRCRD. How it all works. How to find money to serve.

Cultural Issues for the University Employee in Rural Alaska
Course Development for Dummies
Marketing Strategies for University Employees with Limited Money, Technology, & Staff 101.
Beginning, Intermediate and Advanced Yup'ik.

Server Maintenance for the University Employee

Web development strategies for the University Employee

Rural classroom technologies 101
MS Office Suite Certification (Word, Excel, Powerpoint, Access, Publisher...)
Course and Instructor Approvals 101

Staff Council, Maya Salganek

CRCD Dean's Office Banner Trng., computer program trng., etc.

Cultural Awareness

A course that would cover Native community structure, protocol, strategies for assisting Native populations, etc.
How it all works from a three year olds perspective.

A class that would give remote University employees with limited tech support the tools to maintain and troubleshoot
A class that focuses on getting a Web site up and specifically focuses on using a Web site for registration and collection of information and how to get it to interface with a dbase (like MS Access).
An overview and introduction to remote learning possibilities.

Jim Johnsen mentioned at the Staff Alliance meeting that Statewide will be hiring a Director of Training & Development position that will pull all the three MAU's training needs together, which should help rural training concerns.
Echoed what everyone else had said. Katrina doesn't mind getting calls about course and instructor approvals.
Katrina mentioned that UAF HR had just done training for CRCD rural Grant Managers and they received credit. Both Susan Miller and Carolyn Chapman would like to incorporate

more training to the rural sites.

David reported the following resource people that are available: UAF HR - Susan Miller, Career Services - Patti Picha, & Coordinator/Prof. - Charlie Dexter.

**Facilities Services,
David Miller
Kuskokwim
Campus**

Train the Trainer - Charlie Dexter

Team Building
Speciality in area of Behavioral Health - Signs to look for in different student behaviors (schizophrenia, substance abuse, etc.)

Microsoft Access
Recruiting
Mandatory Supervisory Trng.
Federal Grant Mgr. Trng.
Trng for Admin. Asst.(new)

Northwest Campus

People Admin

XP Operating Systems
Compact Planning
Process

Banner
Benefits
Overall grant process, with specific interest in understanding federal regulations.
Troubleshooting remote computer labs (for internet connectivity, iMac computers and Airports for internet connectivity, creating networking solutions for remote computer labs)
Adobe Illustrator and/or Photoshop for marketing and Outreach.
Fundamentals for Academic Advising.
How to use the SkillsBank
How to use Discover.
How to design fliers & brochures.
How to use and create databases.

How to run remote labs effectively.
 How to advise students (B.Ed. Program, A.A, & A.A.S)
 How to refer students to appropriate services.

3. UAF Staff Appreciation Day/Carol Sampson Memorial Scholarship Raffle
 - D. Improving Rural Staff Participation – Discussion followed at length. Many members did not know what the Carol Sampson scholarship was about, what the award amount was, if it was for full-time or part-time students, what its focus area(s) were, etc. Discussion followed on rural campus sites holding their own staff appreciation day (getting a couple hours off to do it). Shawn suggested that we get the word out, as the scholarship was news to her. Chris suggested that we use the CRCDD listserv to get the information out about this scholarship opportunity. Barb was directed to contact Kim Davis to find out the particulars for this scholarship. Dave suggested that we offer some incentive for rural participation, such as individual who sells the most tickets. Pam liked the idea of developing a rural staff appreciation function. Maya mentioned that we might consider a separate raffle for rural sites, where students who were part-time could apply. She also thought we might generate more ticket sales if some of the prizes were geared to rural area, such as a round-trip on Frontier. Barb volunteered to bring in an NWC sweatshirt or jacket for the scholarship fundraiser. Pam volunteered to bring in a sweatshirt. The question of whether a rural person had ever received this scholarship was asked. Barb will check on this.
 - E. Selling Raffle Tickets - Since Barb and Pam will be receiving tickets to sell we will need to determine a way to sell the raffle tickets at other sites.
4. Other – Members were asked to get ideas from their respective campuses on idea of doing a Staff Appreciation Function.
5. Roundtable – Pam mentioned her frustration on late course schedule. Katrina mentioned that course schedule should be out to students next week.
6. Announcements
 - F. Next Meeting Scheduled for January 5, 2005 – Discussion followed on who would be available for this meeting. Three members would not be present, so the group decided to change our next meeting date to January 12th. Barb will notify Lynette Washington.
 - G. Other – None.
7. Adjournment – The meeting adjourned at 10:52 a.m.

Staff Council Meeting #167/Attachment #6
 UAF Staff Council #167
 Friday, 16 December 2005
 Election Membership and Rules Report

Election Report December 6, 2006
By Gary Newman, Leah Swasey, Mary Pat Boger, Angela Linn

Unit 2 – (3 rep / 3 alt)

Total Staff	142	
Total Count	47	33% return

Juella Sparks	Rep
Katrina Nelson	Rep
Holly Royce	Rep
Ashley Munro	Alt

Christine Truncali Alt
Deshana York Alt

Unit 4 – (2 rep / 2 alt)

Total Staff 70
Total Count 28 40% return

Leah Swasey Rep
Sharon Corbett Rep

Unit 6 – (2 rep / 2 alt)

Total Staff 95
Total Count 47 49% return

Gary Newman Rep
Nici Murawski Rep
Cathy Magnusen Alt
Julie Carpenter Alt

Unit 8 – (2 rep / 2 alt)

Total Staff 58
Total Count 20 34% return

Julie Smith Rep
Julia Parzick Rep

Unit 10 – (3 rep / 3 alt)

Total Staff 180
Total Count 38 21% return

Liam Forbes Rep
Sue Sharpton Rep
Derek Bastille Rep

Unit 12 – (3 rep / 3 alt)

Total Staff 148
Total Count 62 42% return

Diane Levy Rep
Cassandra Bauer Rep
Carol Shafford Rep
Steve Tate Alt

Unit 14 – (1 rep / 1 alt)

Total Staff 20

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Whereas, the University of Alaska has established a Total Health and Wellness Program for University employees and,

Whereas, the UA employees/staff realize the need to improve their own health and, creating a culture of health and well being, and

Whereas, it has been proven that regular exercise improves and maintains mental and physical well being, and

Whereas, that a healthy workforce reduces absenteeism and improves productivity, and

Whereas, more time than an hour is needed in order to participate in physical activity, transportation, to activity, and change of attire; now

Therefore, be it resolved that the UAF Staff Council urges University administrators and supervisors to establish an hour and a half flexible lunch break, for employees engaging in regular exercise activity.

Staff Council Meeting #167/Attachment #9
UAF Staff Council #167
Friday, 16 December 2005

Master Plan Committee Report
December 14, 2005
By Gary Newman, UAF Staff Council Rep

Research Park

The MPC is continuing to dialog with Statewide Land Management and working to have stakeholders consulted in this process.

BiRD and Virology Buildings – *no real change from Nov. 2005 report*

The Biological and Research Building (BiRD) now going up on the east side of Sheenjek Drive across from the old greenhouse is still expected to be complete by March 2006. The Virology Building is in the hands of a consultant for fee design negotiations. They figure there isn't enough funds allocated to build it. It won't likely start construction until 2007, with completion August 2009.

Utilities

The chiller that will provide added lower campus summer cooling will be complete by spring 2006. The old coils were removed, indicating they were totally plugged. Just in time replacement.

Mike Ruckhaus will be giving a presentation on the Utilities Study to Master Plan at their Dec. 22 meeting (9 am Chancellor's Conference Rm in Signers Hall). Anyone is welcome to attend.

Rural Facilities

Kotzebue lab and Ft. Yukon facility construction projects are complete.

Circulation and Parking Subcommittee

The Subcommittee on Parking and Circulation has been asked to look into under-utilization of silver lot area of Lower Bunnell. A reminder that Staff Council will need to appoint a new member effective Jan. 1, 2006, as Annette Chism, the current rep, is not running for re-election to Staff Council.

West Ridge issues

Facilities Services is looking at paving the rest of Sheenjek and also doing a budgetary estimate to see what it would cost to pave and electrify the temporary parking lot in front of IARC. Gary brought up the unsafe corner and narrow road behind IARC. The GI cooling project was approved and will be bid in spring for June 2006 completion.

Rural Campus Master Plans

Rural Campus Master Plans are being developed with technical support from Division of Design and Construction

Campus Plazas Design

Cornerstone (Lower Campus) and West Ridge Plaza designs easel presentations in Wood Center and IARC inviting comments and also at www.uaf.edu/mastplan. Only a few comments have been made, c'mon guys!

Dept. of Transportation Plans

With the Don Young bridge money now going back to regular DOT projects, comments are being solicited through the end of the year by DOT for their STIP (3 year plan) on how to prioritize projects
http://www.dot.state.ak.us/stwdplng/cip_stip/stip06_08.shtml

This concludes the MPC report.

For More information contact the UAF Governance Office
Staff Council: 474-7056 <http://www.uaf.edu/uafgov/>
Room 312 Signers Hall PO Box 99775-7500

STAFF COUNCIL MEETING CALENDAR 2005-2006

All regular meetings will be in Wood Center Rooms C and D and *face-to-face meetings will be in Wood Center Carol Brown Ballroom (WCCBB) at 8:45 – 11:00 a.m. All meetings that are not face-to-face will be set up as an audio-conference.

SC	164	Wednesday	14	September	2005
*SC	165	Friday	14	October	2005
SC	166	Wednesday	16	November	2005
*SC	167	Friday	16	December	2005
<i>New Rep and Alt Orientation</i>					
		<i>Friday</i>	<i>27</i>	<i>January</i>	<i>2006</i>
SC	168	Wednesday	22	February	2006
*SC	169	Friday	24	March	2006
SC	170	Wednesday	19	April	2006
Staff Appreciation Day			18	May	2006
*SC	171	Friday	19	May	2006
SC	172	Wednesday	14	June	2006

***Asterisks indicate face-to-face meetings
Rural Reps or Alts travel to Fairbanks**